

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

The City of Kingsport, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide expertise in the Survey, Design plans and specifications preparation & Construction Engineering Inspection services for a transportation project: SR1/US11W Sidewalk Improvements Project – Phase 2 (TDOT PIN 123629.00). This project will be funded in part by state and local funds. The project shall be accomplished in accordance with FHWA and TDOT rules and regulations that pertain to the project and the process. Engineering firms must be on TDOT's pre-qualified consulting firms list and must have unlimited status.

Regarding questions related to this notice contact Sandra Crawford, Procurement Manager, City of Kingsport at (423) 229-9419 or e-mail sandycrawford@kingsporttn.gov.

Firms may request consideration by submitting a letter of interest along with qualifications in a sealed envelope and marked "RFQ SR1/US11W Sidewalk Improvements Project – Phase 2, TDOT PIN 123629.00" to Sandra Crawford, Procurement Manager, City of Kingsport, 225 W. Center Street, Kingsport, TN 37660. All letters of interest and qualifications must be received by the Procurement Manager, City of Kingsport, on or before 4:00 P.M., Eastern Time, March 14, 2017, at which time they will be publically opened in the 2nd Floor Council Room located in the Kingsport City Hall Building at 225 W. Center St, Kingsport, TN 37660. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>.

The City will evaluate the current prequalification statements on file for those submitting letters of interest and qualifications and choose several firms who would make viable candidates from which to invite proposals and/or presentations. The factors that will be considered in evaluation of proposals are:

- a. Ability and relevant expertise of the firm's personnel to be used in performing the service
- b. Past experience in the required disciplines with TDOT and other clients.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practice.
- e. Evaluations on prior projects with TDOT and other clients, if available.
- f. Size of project and limited or unlimited prequalification status.
- g. Amount of work under contract with TDOT and other clients.
- h. Knowledge of TDOT requirements
- i. Ability to perform the work efficiently without compromising sound engineering practice.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Kingsport. For information on DBE certification, please contact Mr. Ross Webb at (615)741-3681 or Ross.H.Webb@tn.gov. Details and instructions for DBE certification can be found at the following website <http://www.tn.gov/tdot/topic/transportation-construction-civil-rights>.

Additional information regarding this solicitation are available online @ <https://www.kingsporttn.gov/city-services/purchasing/> Interested parties may also contact the Procurement Department @ 423-229-9419.